

Young H&F Consortium Membership Application Form

Young H&F members are invited to apply to join a consortium for local youth provision.

**Our vision is for a happier, healthier and safer Hammersmith & Fulham. Young H&F brings together youth organisations, businesses, local government, schools, funders and the wider community to create opportunities for young people.**

**The goal of the consortium is to safeguard and grow high quality local youth sector provision across the borough. For questions about the consortium membership application and process, contact Becky Brookman on becky@yhff.org.uk.**

**Organisations who wish to apply to become members of the consortiummust be existing members of Young H&F. If you have queries about Young H&F membership, please contact our Development Manager, Annie Rockson, on annie@yhff.org.uk.**

**These are the values that members need to adhere to in order to apply:**

* **Provision of services targeted at children and young people**
* **Having a social purpose**
* **Hocally focussed in H&F**
* **Commitment to consortium working**
* **Commitment to sharing expertise**

**It is advised to have information ready about your organisation's financial procedures, safeguarding and safer recruitment policy etc. and examples of previous grants held to hand before you start completing the application form.**

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About your organisation

* 1. Please confirm that your organisation is a member of the Young Hammersmith and Fulham Foundation.

 Yes, my organisation is a member of Young H&F

 No, my organisation is not a member of Young H&F

* 2. What is the name of your organisation?
* 3. What is the name of the lead person who can act as a main contact for this application?
* 4. What is the lead person's email address?
* 5. What is the lead person's contact number?
* 6. Are you currently delivering in Hammersmith and Fulham?

 Yes

 No

 Have done previously

* 7. Do you commit to the values of the consortium? Please tick to agree.

Provision of services targeted at children and young people

Having a social purpose

Locally focussed in H&F

Commitment to consortium working

Commitment to sharing expertise

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* 8. Please describe your financial managment system. Please note, you can also submit via email a copy of any policies you may have around financial controls and management.
* 9. What is your organisation's total income for the year?
* 10. ...total expenditure for the year?
	1. ...surplus or deficit at the year end?
	2. ....total savings or reserves at the year end?
* 13. Have your accounts been independently audited? (n.b. you should also send via email a copy of your most recent audited accounts.)

 Yes

 No

* 14. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

 Yes

 No

* 1. If “No” what were the reasons, and what has been done to put things right?
* 16. Has your organisation met all its obligations to pay its creditors, staff and volunteer expenses during the past year?

 Yes

 No

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* 1. If no, please explain the situation further.

\* 18. Is your organisation registered for VAT?

 Yes

 No

* 1. If yes, please provide your VAT registration number:
* 20. Please use the space below to describe how your organisation ensures delivery of high quality opportunities for young people? e.g. systems or processes in place to evaluate or assess impact of your work.
1. Do you already possess or are you actively working towards an externally recognised quality mark, including any of the ones below?

PQASSO

London Youth Quality Mark / Quality Mark Plus

Investors in People

ISO 9001

Customer First

Matrix

NRCSE Quality Mark and or Good Management

Other (please specify)

* 22. Do you have safeguarding policies and procedures in place? (N.b you will need to share these via email policies as part of the application process)

 Yes

 No

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* 23. Have DBS checks been carried out for all staff and volunteers who work unsupervised with children or vulnerable people?

 Yes

 No

* 24. Does your organisation adhere to safer recruitment practices for staff and volunteers? (See the [NSPCC's website](https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/) for more guidance on this)

 Yes

 No

* 1. If you have a Safer Recruitment Policy, please paste it below (alternatively, you may email it once you have submitted your application).
* 26. Does your organisation have an Equal Opportunities policy?

 Yes

 No

* 27. Please use the space below to provide a brief statement on how you ensure that your organisation is effectively managed, including how your management committee or board ensures strong governance.
* 28. Has your organisation had any contracts terminated for poor performance in the last 3 years?

 Yes

 No

* 1. Please explain
* 30. Has your organisation not had a contract renewed for failure to perform to the terms of the contract, in the last 3 years?

 Yes

 No

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* 1. If yes, please explain

\* 32. Has your organisation been subject to an investigation by the Police or subject to a Coroner’s inquiry in the last 3 years?

 Yes

 No

* 1. If yes, please explain

Please consider if the following statements apply to your organisation, or to (any of) the director(s)/partners/proprietor(s).

* 34. My organisation is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings.

 Yes

 No

* 1. If yes, please explain
* 36. Anyone involved in the running of my organisation has been convicted of a criminal offence related to business or professional conduct.

 Yes

 No

* 1. If yes, please explain
* 38. Anyone involved in the running of my organisation has committed an act of grave misconduct in the course of business.

 Yes

 No

* 1. If yes, please explain

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* 40. My organisation has not fulfilled obligations related to payment of social security contributions.

 Yes

 No

* 1. If yes, please explain
* 42. My organisation has not fulfilled obligations related to payment of taxes.

 Yes

 No

* 1. If yes, please explain
* 44. My organisation has been found guilty of serious misrepresentation in supplying information.

 Yes

 No

* 1. If yes, please explain
* 46. My organisation is not in possession of relevant licences or membership of an appropriate organisation where required by law.

 Yes

 No

* 1. If yes, please explain
	2. If the answer to any of these is “Yes” please give brief details below, including what has been done to put things right.

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1. Which level of membership is your organisation applying for? *(n.b. please refer to the consortium* *prospectus for an explanation of the different levels of membership).*

Full Membership

Associate Membership

Affiliate Membership

I'm not sure

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Evidence of previous contracts awarded - example 1

**We will ask for two examples of previous grants held; this is the first of two.**

* 50. Please provide details of 2 contracts or large grant-funded projects (at least £20k in value) you have delivered over the past three years. *These may be used to obtain references. Where possible, at least one* *should be from a Public Sector (e.g local authority, central government).*
	1. Please describe the outcomes of this funding – did your organisation meet the agreed outcomes? Were there any challenges?
	2. Explain how performance is/was monitored within the above contract:
	3. Contract Value:
	4. Date contract was completed/is due to complete:
	5. Length of contract:
	6. Contract award date:
	7. Funder name:
	8. If you cannot provide details of 2 contracts that you have, please explain why:

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Copy of page: Evidence of previous contracts awarded - example 2

**This is the second of two examples.**

* 59. Please provide details of 2 contracts or large grant-funded projects (at least £20k in value) you have delivered over the past three years. *These may be used to obtain references. Where possible, at least one* *should be from a Public Sector (e.g local authority, central government).*
	1. Please describe the outcomes of this funding – did your organisation meet the agreed outcomes? Were there any challenges?
	2. Explain how performance is/was monitored within the above contract:
	3. Contract Value:
	4. Date contract was completed/is due to complete:
	5. Length of contract:
	6. Contract award date:
	7. Funder name:
	8. If you cannot provide details of 2 contracts that you have, please explain why:

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Declarations and submission of application

**Please check that you agree with the declarations below and submit any supporting documents, financial details or other information to Becky by the applicaton closing date. You can do this via email (becky@yhff.org.uk) or using wetransfer.com for large files.**

These declarations need to be completed by all applicants and, except in the case of an application by a sole trader, should be completed by two people authorised to act on behalf of the organisation, at least one of whom should be a member of the organisation’s governing body, eg a trustee.

68. We confirm the following:

Confirm that we are duly authorised to submit this declaration on behalf of the applicant organisation.

Confirm that (unless you are applying in a sole trader capacity) this application has been authorised by the management committee, other governing body or board.

Confirm that we have read the Young H&F Membership Prospectus and that we share the values of the consortium.

Certify that the information given in this application is true and confirm that any enclosures are current, accurate and adopted or approved by our organisation.

Understand that, if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if we knowingly withhold any information, this could make our application invalid.

Understand that the Consortium Membership Panel or Consortium Manager may request additional information from us in support of our application.

Understand that the decision of the Consortium Membership Panel is final.

Understand that a copy of this form and any supporting papers, together with the written decision of the Membership Panel, will be retained on record by the Consortium.

Agree, if this membership application is successful, to abide by the standing orders and rules of the Consortium.

1. Person one: Full Name
2. Person one: Position
3. Person two: Full Name
4. Person two: Position

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**Document Ends**

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